



*North Carolina Association
of County Clerks
to the
Boards of County Commissioners*

August 21, 2017

Dear County Clerks, Deputy Clerks, Municipal Clerks, & COG Administrative Assistants/Clerks:

One more beach trip before the holidays! I am excited to be traveling to beautiful Surf City on Friday, October 20, 2017 for the Eastern Regional Workshop hosted by Pender County! Hosting Clerk Melissa Long along with our Program Committee has been hard at work with Trey Allen planning an agenda that will be very beneficial to all that attend. I hope everyone can join us and take advantage of this opportunity to network, receive valuable information, and earn credits towards certification/recertification.

If you are unable to attend the Eastern Regional Workshop, then I hope your schedule will allow you to attend either the Western Regional Workshop in Ashe County on September 29, 2017 or the Piedmont Regional Workshop in Chatham County on October 6, 2017. The Program Committee has worked to create agendas for the Regional Workshops that are similar so everyone can receive the same information.

I look forward to seeing everyone in Pender County on October 20th!

Sincerely,

Kimberly W. Hines

Kimberly W. Hines, MMC, NCCCC
President
North Carolina Association of County Clerks



Board of Commissioners
George R. Brown, Jr., Chairman
Archibald "Fred" McCoy, Vice Chairman
Jaqueline A. (Jackie) Newton
David A. Piepmeyer
J. David Williams, Jr.

County Manager
Randell K. Woodruff

County Attorney
Carl W. "Trey" Thurman

August 22, 2017

Dear County Clerks, Deputy Clerks, Municipal Clerks, and COG Administrative Assistants and Clerks,

The date for our 2017 Fall Eastern Regional IIMC Academy is fast approaching and Pender County is excited to be hosting the workshop on October 20, 2017 in beautiful Surf City, NC.

Our program committee has worked diligently to choose topics that are beneficial to our duties as clerks in today's society and has provided us with an agenda that will help us further develop professionally. Enclosed you will find the registration packet, which includes a message from our President, agenda and presenter biographies, registration form, and directions to the workshop location.

The workshop will be held at the Surf City Welcome Center which is located at 102 North Shore Drive, Surf City, North Carolina. Registration and breakfast will begin at 8:00 a.m.

A block of rooms has been reserved at the Breezeway Motel in Topsail Beach for those of you who wish to travel in the day before and stay a night at the beach. Hotel information is as follows: Breezeway Motel, 636 Channel Boulevard, Topsail Beach, NC 28445. The rate for October 19th is \$80.00 which includes taxes and fees. **The cutoff date for the room block is 5:00 p.m. on Friday, September 29, 2017.** To make reservations, you may call (910) 328-7751 and reference "Fall Clerks Workshop hosted by Pender County." The hotel is approximately 6.4 miles south of the Surf City Welcome Center.

Additionally, for those of you who will be traveling in the day before, we have dinner planned (Dutch treat) at the Breezeway Restaurant which is known for its sunset views on the sound. Please let us know, if you plan to attend dinner so that we may make seating arrangements beforehand.

If you have any questions, please feel free to contact me at (910) 259-1200 or m.long@pendercountync.gov. We look forward to seeing you on October 20th in Pender County!

Warmest Regards,

Melissa Long, CMC, NCCCC
Clerk to the Board





Eastern Regional IIMC Academy
Sponsored by the UNC School of Government
In Cooperation with the North Carolina Association of County Clerks
October 20, 2017 – Pender County
Surf City Welcome Center
102 North Shore Drive | Surf City, NC 28445

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| 8:00 a.m. - 8:30 a.m. | Registration and Continental Breakfast |
| 8:30 a.m. - 8:45 a.m. | Welcome and Introductions Melissa Long, Clerk to the Board Welcoming Remarks George R. Brown, Chairman J. David Williams, Commissioner – District 1 Randell K. Woodruff, County Manager |
| 8:45 a.m. - 9:30 a.m. | 2017 Legislative Update for County Clerks Trey Allen, Assistant Professor of Public Law & Government, UNC School of Government <i>In the long session of 2017, the NC General Assembly passed a number of laws that could have a significant impact on counties. Trey Allen will highlight the new laws that county clerks need to be aware of.</i> |
| 9:30 a.m. - 10:45 a.m. | Filling Board Vacancies: Legal & Practical Issues Trey Allen, Assistant Professor of Public Law & Government, UNC School of Government <i>Clerks frequently play important roles in the filling of vacancies on county boards. This session will examine the legal rules that govern the filling of vacancies on boards of county commissioners and county appointed boards. It will also take up many of the practical issues that can complicate efforts to fill such vacancies.</i> |
| 10:45 a.m. - 11:00 a.m. | Break |

- 11:00 a.m. - 12:00 p.m. **Creating a Culture of Cybersecurity**
Maurice Ferrell, Assistant Director, Center for Public Technology, UNC School of Government
No one security policy, standard, technology or procedure can provide complete solutions from all circumstances which can happen in an organization from a security perspective. Therefore, if stakeholders are not grounded in a culture of security, there is potential for improper actions. Creating a culture of security leads to greater internal and external trust, consistency of results, easier compliance with laws and regulations and greater value in the organization as a whole.
- 12:00 p.m. - 1:00 p.m. Lunch on Site
- 1:00 p.m. - 2:30 p.m. **Spreading the Joy: Limits on Multiple Office-holding**
Trey Allen, Assistant Professor of Public Law & Government, UNC School of Government
State law limits the number of public offices, elected or appointed, that individuals may hold simultaneously. It is important for clerks to understand these limitations because they often participate in efforts to recruit residents to serve on county appointed boards. This session will take an in-depth look at the legal restrictions on holding multiple offices in North Carolina.
- 2:30 p.m. – 2:45 p.m. Break
- 2:45 p.m. – 4:15 p.m. **Clerk Trivia!**
Trey Allen, Assistant Professor of Public Law & Government, UNC School of Government
This session will employ a mock trivia game to test and enhance clerks' knowledge of core subjects, such as board procedures, ordinance books and codes of ordinances, minutes, records retention, the open meetings law, and the public records law.
- 4:15 p.m. Closing Remarks/Adjournment

Note: Clerks attending all Academy sessions from 8:45 a.m. until 4:15 p.m. and successfully complete the required assessment will receive 3.0 CMC/MMC points and 6.0 NCCCC hours. No partial credit can be awarded.

2017 NCACC Regional Academies Instructor Biographies

Trey Allen joined the faculty at the School of Government as Assistant Professor of Public Law and Government in 2013. He was previously an attorney at Tharrington Smith LLP in Raleigh, where he represented local school boards. Prior to that Trey served as a law clerk for Justice Paul M. Newby of the North Carolina Supreme Court and as a judge advocate in the United States Marine Corps. Trey earned a bachelor's degree from the University of North Carolina at Pembroke and a law degree from the University of North Carolina at Chapel Hill, where he was a published staff member of the *North Carolina Law Review*. Trey's areas of expertise include local government liability, the general regulatory authority of local governments, and board procedures. Trey serves as the School of Government's advisor to municipal and county clerks.

Maurice Ferrell joined the School of Government in February 2009. Prior to that, he served as chief information officer for the Institute for Advanced Learning and Research in Danville, Virginia. Ferrell's efforts were recognized by the governor at the Commonwealth of Virginia Innovative Technology Symposium (COVITS) in 2004 for Technology Innovation in Higher Education. He also served as principal investigator for a three-year National Science Foundation grant that totaled \$1 million, which focused on providing technology experiences for high school students. Previously, Ferrell was the IT director for the Danville Public School System. Ferrell earned an MBA from Liberty University, a bachelor's degree in business administration from Averett University, and an associate's degree in information technology from Danville Community College.



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Surf City Welcome Center
102 North Shore Drive | Surf City, NC 28445

REGISTRATION FORM

Name: _____

Title: _____

County: _____

Address: _____

Phone: _____

Email: _____

Registration Fee: \$55.00

Registration Deadline: October 6, 2017

Make check payable to: NC Association of County Clerks

Please mail check and registration form to:

Melissa Long, Clerk
Pender County Board of Commissioners
Post Office Box 5
Burgaw, NC 28425

Please note any special diet restrictions or needs: _____

Directions

- **On U.S. Highway 17 from the north:**

Take the N.C. Highway 210 exit **EXIT 408** toward Topsail Island

Keep left to take the ramp toward Topsail Island Beaches/Hampstead.

Turn left onto NC-210/NC Highway 210.

Turn left onto NC Highway 210 W/NC-210.

Turn left onto US Highway 17 N/US-17 N/NC-210.

Turn right onto NC Highway 210 E/NC-210. (Lowes will be on your right hand side just before the light)

Turn right onto NC Highway 50 E/NC-50/NC-210. Continue to follow NC-50

At the first light on the island (where NC 50 and NC 210 go in different directions) stay straight to go onto Roland Ave.

At the Stop sign, The Surf City Welcome Center will be directly in front of you. It is a yellow building with a blue roof.

- **On U.S. Highway 17 from the South:**

Turn right onto NC Highway 210 E/NC-210. (Lowes will be on your right hand side just before the light)

Turn right onto NC Highway 50 E/NC-50/NC-210. Continue to follow NC-50

At the first light on the island (where NC 50 and NC 210 go in different directions) stay straight to go onto Roland Ave.

At the Stop sign, The Surf City Welcome Center will be directly in front of you. It is a yellow building with a blue roof.

- **On Interstate 40 from the West:**

Turn left onto E Ocean Hwy/NC-50. Continue to follow NC-50.

At the first light on the island (where NC 50 and NC 210 go in different directions) stay straight to go onto Roland Ave

At the Stop sign, The Surf City Welcome Center will be directly in front of you. It is a yellow building with a blue roof.